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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Conference

FROM:

Chief, Administration Division, OTE  
1016 C of C

EXTENSION

NO.

DATE

17 June 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OL

Attn:

Info &amp; Mgmt Support Staff

6/19

if

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OL MEETING19 MARCH 1985

0830 - 0900	Arrival/Check in	
0900 - 0910	Opening Remarks	D/OL
0910 - 0930	OL Resources (Info Only)	EO/OL
0930 - 1030	Integrated Logistics Support Plan (Info Only)	C/NBPO
1030 - 1045	Coffee Break	
1045 - 1200	LIMS (Discussion)	DC/IMSS
1200 - 1300	Lunch	
1300 - 1430	Office Objectives/Priorities (Discussion)	EO/OL
1430 - 1445	Coffee Break	
1445 - 1700	Career Management (Discussion)	DD/L
1700 - 1800	Cocktails	
1800 - 1900	Dinner	
1900 -	Succession Planning (Discussion)	D/OL

20 MARCH 1985

0800 - 0900	Breakfast	
0900 - 1000	Configuration Management Allied, Dicon, etc. (Info Only)	C/HOME
1000 - 1015	Coffee Break	
1015 - 1230	Office Management (Discussion)	D/OL
1230 -	Lunch and Depart	

See Attachment for some suggested items for General Discussion topics.

Some Suggested Items For Discussion Topics

1. LIMS:
  - Why do we need it
  - When do we need it
  - Status of existing systems
  - Where are we today
  - What changes are in store
  - Is OL ready for the changes; customers
  - What do we get with BOC
  - If not BAH, then who; off-the-shelf?
  - Level of resources being expended - need more; need less; experience factor involvement
  - Future direction
2. Office Objectives:
  - Who sets them; who should?
  - What should be our "must have" goals; important, nice-to-have
  - Office goals vs. Division goals -- do we have objectives that apply to the Office as a whole
  - When the budget crunch comes, what goes first
  - What do we do
  - Contracting out - move or less, consequences
3. OL Career Management:
  - How well are we doing by our people
  - Assignment process
  - Career development/professionalization; secretaries/clericals, WB's
  - Promotions/Awards
  - Multi-discipline approach
  - Shortage of middle-level managers
  - Rotational assignments
  - Are we getting what we need from EOD's
  - Training programs - more, less, effective
4. Office Management:
  - Communications to D/OL, DDA; downward; laterally
  - Handling of requirements
  - How are decisions being made
  - More effective ways to exchange info
  - Are we properly organized for the 80's and 90's
  - State of relationships with Agency customers - are we indeed service/support oriented or are we in the cocoon stage
  - State of relationships within the DDA; any weak areas
  - Relationships with other Government Agencies - good, bad, useless
  - Command and control

## AGENDA FOR OL PLANNING CONFERENCE

AIRLIE FOUNDATION  
Airlie, Virginia  
10 and 11 October 1984

10 Oct 1984

0830 - 0900	Arrival and Check-in at "Farmer's House", Airlie	Conference Coordina
0900 - 0910	Welcome and Opening Remarks	D/L
0910 - 0920	"New Initiatives"	EO/OL
0920 - 1020	"Team Building in OL"	C/PMS and D/L
1020 - 1030	Coffee Break	Conference Coordina
1030 - 1045	"Data Administration in OL"	C/IMSS
1045 - 1130	"Should OL develop a flexible "Quick Response" support unit?"	C/HOME
1130 - 1215	"Strategy to ensure functional responsibility retention in OL"	C/P&PD
1215-1330	Lunch	"Airlie House"
1330-1400	"Vendor late delivery problem and how to solve it without additional personnel."	C/PD
1400 - 1415	"Contractor Security Issues/ Problems"	C/SS
1415 - 1500	"Availability of Qualified Personnel" "Streamlining Repair and Return"	C/SD
1500 - 1515	Coffee Break	Conference Coordina
1515 - 1545	Open Session (TBA)	C/RECD
1545 - 1630	"Contingency Planning for ADP"	C/NBPO
1630 - 1715	"Can we develop a strategy for the downside?"	C/NBPO
1715 - 1815	Attitude Adjustment	"Silo" Lounge
1815 - 1930	Dinner	"Airlie House"
1930 --	Evening Session (if needed), TBA.	

(C)

11 Oct 1984

0800 - 0900	Breakfast	Airlie House
0900 - 1215*	- "New Initiatives for FY-1987" - "Office Objectives for FY-1985	All
1215 - 1330	Lunch	Airlie House
1330 - 1445*	- "New Initiatives for FY-1987" (cont'd.) - "Office objectives for FY-1985" (cont'd.)	All
1445 - 15 <sup>00</sup> <del>50</del>	Wrap-up and closing remarks	D/L
1500 --	Depart Airlie	

\*Includes coffee break.

ALL conference sessions will be held in  
the "TACK ROOM" conference building.